



# Appomattox County, Virginia

## Purchasing Office

P.O. Box 863, 153-A Morton Lane, Appomattox, VA 24522  
(434) 352-2637 [www.AppomattoxCountyVA.gov](http://www.AppomattoxCountyVA.gov)

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### RFP 19-002 Addendum #1 May 31, 2019

1. Thank you for your interest in the Appomattox County Courthouse HVAC Controls Project and for your attendance at the Pre-Proposal Conference this morning. As requested, I have attached a copy of the sign-in sheet from the meeting. If you are reading this and your company was not present at the Pre-Proposal Conference, then your company is not eligible to submit a proposal in response to RFP 19-002.
2. **Timeline** -- You are reminded to review the proposal timeline on Page 4 of the RFP and be particularly aware of the deadline for questions (5:00pm on Friday, June 7<sup>th</sup>) and the deadline for proposal submission (2:00pm on Thursday, June 20<sup>th</sup>).
3. **Further Access to Courthouse** -- Several of the vendors present asked for additional access to the courthouse prior to submitting a proposal. We have decided to make the courthouse available from 9:00am-11:00am on Friday, June 7<sup>th</sup>. If you feel it necessary to come back onsite, please email me the day before. If nobody emails me, then we will assume that nobody will be coming on Friday.
4. **Project Completion Date** -- The RFP states that the project must be completed by August 30, 2019. There was concern among the vendors present that this would not allow enough time to successfully complete the project. There was also concern that it would be better to undertake this project in the fall of the year so as to be between the peak heating and peak cooling seasons. A third concern was the unknown number of days that might be lost due to court activities. It was suggested that we ask for the number of days necessary to complete the project instead of having a stated deadline. We agree with that suggestion and therefore I have revised *Appendix I: Project Cost* to add this question. The new *Appendix I* is attached. There is no longer a stated project completion date.
5. **Drawings of Existing** -- The courthouse construction plans are available for additional review from 8:30am-4:30pm, Monday through Friday. As stated at the meeting, they are not to be removed from the Circuit Court Records Room under any circumstance.
6. **Proprietary/Non-proprietary** -- As I tried to explain this morning, the goal of the County is to install a more open controls system, one that is not tied to a single company. Ideally, staff would have the ability to manage all or nearly all of the functions of the system, but would have a company in the background for support if needed. We are looking for more flexibility, less rigidity.
7. **Managed Services Contract** -- One vendor asked about the possibility of a managed services contract after the installation. I suggested that he include in his proposal any information on managed services that might be beneficial to the County, but do so as options that we could choose or not choose.
8. **Training** -- The RFP states that the contractor shall provide the County with a minimum of eight (8) hours of training. I suggested that additional training be included as an option with a per-hour or per-day rate given.

9. **Invoices/Payments** – The RFP states that the contractor shall produce one (1) invoice for the project, which was a concern for at least one vendor. In response, we have changed this requirement as follows:
  - a. Invoice upon completion of engineering and materials sourcing (not to exceed 40% of total project cost)
  - b. Invoice upon completion of installation, testing, and commissioning (remainder minus 10% retainage)
  - c. Invoice remaining 10% retainage once all issues and discrepancies have been addressed to the County's satisfaction.
10. **Engineer Stamp** – Item 15D at the bottom of Page 8 is waived and an engineer's stamp is not needed.
11. **Appendix Forms** -- Do not forget to complete and submit the various Appendix forms found at the back of the RFP.
12. **Acknowledgment of this Addendum** -- Do not forget to acknowledge this addendum on *Appendix G*.
13. If you feel that I have failed to address something that was discussed at the meeting, please notify me by email. I will be out of the office Monday and Tuesday, so any response would be later in the week.